

# **PROCESS FOR EMPLOYEE PERforM RESPONSE REQUEST**

**(Policy 10.2, page 5)**

The employee has five (5) work days from the date of the rating presentation to file a response to the Division Director or his/her designee. Below is the process for handling the Response Request.

- ☐ Division will designate an individual to receive Response Requests and notify staff.
- ☐ Receive the employee's Response Request electronically and attachments within time frames.
- ☐ Division's reviewer will review Response Request and consult with Unit staff, as needed.
- ☐ Division's reviewer will make decision as to if rating will be changed or not changed and indicate basis for decision on electronic Response Request form provided by employee.
- ☐ Division's reviewer will return the Response Request form with the decision to employee via e-mail with copy to Rater and Reviewer.

## **NO CHANGES to RATING**

- ☐ Send a copy of the PA and Response Request packet (form & attachments) to OHR.

## **CHANGES to RATING**

- ☐ Division's reviewer will return the rating to the employee's Rater and Reviewer indicating changes to be made. Consult with OHR for assistance in overturning appraisal in PERforM.
- ☐ After changes are made, Rater will send rating to Reviewer for approval prior to presentation to the employee.
- ☐ Revised rating presented to employee and marked "Complete" in PERforM.
- ☐ Original PA and Response Request packet are sent to OHR with a copy to the employee and his/her working file.